

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

VACANCY – Visa Clerk (Tokyo)

Announcement #212

OPEN TO: All Interested Candidates
POSITION: Visa Clerk, FSN-5*; FP-9**
OPENING DATE: December 21, 2005
CLOSING DATE: January 6, 2006
WORK HOURS: Full Time 40 hours/week
SALARY: *Ordinarily Resident: FSN-5 ¥4,788,899 p.a. (Starting salary)
(Position Grade: FSN-5)
**Not-Ordinarily Resident: FP-9 US\$24,677 p.a. (Starting Salary)
(Position Grade: FP-9 is confirmed by Washington)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.
6. Position is subject to annual review for availability of Machine Readable Visa funding.

THE U.S. EMBASSY in Tokyo is seeking individual for the position of Visa Clerk in the Consular Section.

BASIC FUNCTION OF POSITION: The employee assists NIV and IV applicants by reviewing applications and supporting documents, answering procedural enquiries, and monitors the flow of applicants through the waiting room. Incumbent is responsible for cleaning and maintaining biometric collections equipment and assists, when needed with biometric collection. Incumbent is the primary screener for all mail-in, diplomatic, and travel agency cases.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Completion of secondary school required.
2. Prior Work Experience: Six months to one year of prior experience in administrative, paralegal, or governmental position required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading Japanese required. Level III (Good working knowledge) Speaking/Writing/Reading English required.
4. Knowledge: A basic understanding of U.S. non-immigrant visa laws, procedures, and policies required.
5. Skills and Abilities: Keyboarding and data entry skills with a high level of accuracy required. Mechanical skills in order to operate specialized office equipment required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

TO APPLY: Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Karen Inoue
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Karen Inoue
TEL: 03-3224-5852
FAX: 03-3224-5818

DEFINITIONS:

1. **AEFM**: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
2. **EFM**: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household**: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR)**: Typically NORs are US Citizen EFM's and EFM's of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: JANUARY 6, 2006

The US Mission in Japan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.